

MAINTAINING THE LEGAL RECORD FOR EACH CHILD

Each child should have a Legal Record that reflects a chronological history of all Legal Actions and Legal Status/Outcomes  
**LEGAL ACTION:** Click on Casehead File Expando->Click LEGAL Icon->Click Child’s Legal Record (Child with existing legal Record)

If the child has NO current Legal Record: Click CREATE-> CASEWORK->LEGAL-> LEGAL RECORD

**LEGAL ACTION** is entered **PRIOR TO CREATING** any **LEGAL DOCUMENT**  
(This **DOES NOT INCLUDE** Permanency Plans, see below)

General Information

Case Participant: AndersonN, JohnnyWorker: Worker, MilwaukeeICWA qualified experts

Legal Action Details

Legal Action Initiated: CHIPS PetitionCourt: Circuit

Judge: Court 2: Milwaukee County Circuit Courts, Milwaukee County

Commissioner: Branch:

Tribal Contact:

Court Number(s)

Year: 10Code: JCCourt Number: 123456Delete

Legal Action Dates

Legal Action Request / Referred to DA or Corp. Counsel: 08/15/2010

Consult Occurred: 09/09/0000Decision Made Not to File

Follow-up Information Submitted: 09/09/0000

Filed: 09/09/0000

Insert

Additional Information

Options: GoSaveClose

Frequently used LEGAL ACTIONS (not limited to):

- Temporary Physical Custody Hearing
- CHIPS Petition
- Informal Disposition Request
- Pro-Se CHIPS Petition
- Request to Extend Dispositional Order
- Request to Revise Dispositional Order
- Request for Change in Placement
- Guardianship (48.977)
- Subsidized Guardianship
- Request for TPR
- TPR Involuntary
- TPR Voluntary
- Request for Pick-up Order (48.19 (1))
- Temporary Guardianship Petition
- Other/See Case Notes

AFTER ENTERING THE LEGAL ACTION, NOW CREATE YOUR COURT REPORT/NOTICE, ETC.

LEGAL STATUS:

A **LEGAL STATUS** is entered **AFTER EVERY COURT APPEARANCE**. You will enter a case note about the court hearing **AS WELL AS** entering the **OUTCOMES FROM THE HEARING** in the child’s Legal Record .

General Information

Participant Name: AndersonN, JohnnyPerson ID: 9222494Participant DOB: Case Name: AndersonN, JulieCase ID: 9221342

Legal Record

Legal Action: CHIPS PetitionDate: 05/01/2012EditCreate Legal Status

Legal Status Result: New Legal StatusHearing Date: Dispositional order entered: Agency Cstdy/Suprv - Plcmnt w/Unlic Rel05/01/2012Edit

Legal Action: Temporary Physical Custody HearingDate: 04/30/2012EditCreate Legal Status

Legal Status Result: New Legal StatusHearing Date: Ct. Ord. Temp. Phys. Custody and Plcmnt: Temporary Physical Custody with Agency05/01/2012Edit

Legal Documents

Legal Document Name: Request for Emergency Detention or Pick-Up OrderRole in the Document: Child (Detained)Created: 06/21/2012Approved:

To reflect the status/outcome from the court hearing: Go into the child’s Legal Record & **CREATE LEGAL STATUS**. Be sure to choose the respective LEGAL ACTION. Each Hearing will be reflected under that court process until disposition is reached.

Create Legal ActionPrint RecordSaveClose

Case Participant

Name: AndersonN, JohnnyPrevious Legal Status: Agency Cstdy/Suprv - Plcmnt w/Unlic Rel

Court Outcome

Legal Action: CHIPS PetitionResult: Petition Granted

Applies To: ChildCourt: Circuit

Judge: JudyCourt 2: Milwaukee County Circuit Courts, Milwaukee County

Commissioner: Branch: Channel 6

Tribal Contact: New Legal Status: Agency Cstdy/Suprv - Plcmnt w/Unlic ProviderProtective CustodyUnder Appeal

Initial Removal Court Findings

CTW finding made (Continued placement of the child in his or her home would be contrary to the welfare of the child.)

REPR finding made (Reasonable efforts finding to prevent the removal of the child from the home were made.)

Court Numbers

Legal Status Dates

Hearing/Legal Status Date: 09/09/2010Verified?Next Court Date: 09/09/0000Verified?

Date Filed/Served: 09/09/2010Court Report Due: 09/09/0000

Order Expiration Date: 09/09/2011Court Report Submitted: 09/09/0000

SaveClose

**APPLIES TO:** Child (for most status entries)  
**APPLIES TO:** One or Both Parents (TPR actions)  
**RESULT:** Outcome of the hearing (choose applicable option)

*Judge/Commissioner, Court/Court 2, & Branch will PRE-FILL from the data entered in the Legal Action*

**NEW LEGAL STATUS:** Use LEGAL STATUS KEY (on back side of this guide)

**HEARING/LEGAL STATUS DATE:** Date of the court hearing, or change in legal status

**DATE FILED/SERVED:** Date the dispositional order is entered by the court

**ORDER EXPIRATION DATE:** Date the order is set to expire (as applicable)

DATA ENTRY FOLLOWING PERMANENCY PLAN REVIEW HEARINGS:

The Perm Plan Review Hearing results are entered in conjunction with a case note from the PPRH

**CREATE -> CASE WORK -> PLANNING -> PERM PLAN REVIEW/HEARING RESULT -> CASEHEAD -> CHILD**

**ONLY the BASIC TAB needs to be completed**

**TYPE:** Choose 6 or 12 month hearing  
**METHOD:** Judicial  
**COURT:** Circuit **COURT 2:** Milwaukee Co.  
*Enter the Judge/Commissioner/Branch #*  
*Enter the CURRENT Legal Custodian*

**SEND TO YOUR SUPERVISOR FOR APPROVAL**

General Information

Child Name: Aardvark, AnnPerson ID: 9228424Child DOB: 03/25/1997Completed

Case Name: Aardvark, AnnCase ID: 9222176Court Number: N/A

Type: Permanency Plan Review (6 month)Method: JudicialWorker Name: Worker, Milwaukee

BasicPlacementPermanency Plan InformationPanel Determinations and Recommendation

Legal

Date of Hearing/Review: 10/10/2011Court: Circuit

Judge: Court2: Milwaukee County Circuit Courts, Milwaukee County

Commissioner: Branch:

Tribal Contact:

Parent(s)/Guardian(s)

Mother - Name: Doe, JaneFather - Name:

Legal Guardian 1 - Name: Legal Guardian 2 - Name:

Legal Custodian - Name: Jane Doe

Options: GoSaveClose

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New Legal Status	When do I choose these options?
Temporary Physical Custody with Agency	—Child is taken into protective custody and the court is authorizing agency to continue the hold/placement . This legal status should be chosen as long as the non-secure order is in place. <b><i>This legal status is chosen up until the point of disposition on the CHIPS Petition. <u>The child can be in ANY placement type during this time.</u></i></b>
Agency Custody/Supervision-Placement w/ Unlicensed Non-relative	—Courts have ordered the Agency or department to supervise the child’s placement. <b><i>This legal status is chosen when the child is placed with an UNLICENSED NON-RELATIVE. <u>The placement strip should indicate unlicensed-non-relative.</u></i></b>
Agency Custody/Supervision-Placement w/Licensed Provider	—Courts have ordered the Agency or department to supervise the child’s placement. <b><i>This legal status is chosen when the child is placed with a LICENSED PROVIDER (may or may not be a relative). <u>This choice aligns with placement strips for: FH, TFC, GH, RCC</u></i></b>
Agency Custody-Placement w/Relative	—Courts have ordered the Agency or department to supervise the child’s placement. Relative is undergoing the licensing process, but a licensing determination has not yet been made. <b><i>This legal status is chosen when the child is placed with a relative/KINSHIP approved placement. <u>This status would align with a court ordered kinship placement strip.</u></i></b>
Agency Custody/Supervision-Placement w/Unlicensed Relative	Courts have ordered the Agency or department to supervise the child’s placement. Relative has been assessed for licensing and has withdrawn or been denied foster license. <b><i>This legal status is chosen when the child is placed with an UNLICENSED/ NON-KINSHIP APPROVED RELATIVE CAREGIVER. <u>This status would align with a non-pay unlicensed relative placement strip.</u></i></b>
Agency Supervision-L/C Placement w/ Parent	—Courts have ordered the Agency or department to supervise the child in the parental home. The court has authorized the placement of the child in the care of a biological parent (reunification). <b><i>This legal status is chosen when a child is authorized to be placed in the home of a biological parent. This should also reflect placement with a non-custodial parent. <u>There should be NO out of home placement strip.</u></i></b>
Consent Decree	—The court approved a formal agreement between the Agency, parent, child and court. <b><i>This legal status is chosen when the parties enter into a CONSENT DECREE. There is no CHIPS order.</i></b>
Guardianship to Agency	—The court has ordered the BMCW/agency as the legal guardian of the child. <b><i>This legal status is chosen at the time a TPR is ordered and guardianship is transferred by the Judge.</i></b>
Informal Disposition Agreement	An informal disposition agreement has been approved through the DA's office and the family will be receiving Informal disposition Agreement Services through the agency. <b><i>This legal status would be chosen at the time the court enters the IDA agreement.</i></b>
Order for Secure Custody	The identified child will be held in secure custody for an extended period of time. <b><i>This legal status aligns with a placement strip for a correctional institution, or a long term stay in detention.</i></b>
Order for Short-Term Detention	The identified child will be held in custody for a short period of time. <b><i>This legal status aligns with a placement strip for secure detention (short term) order of the court.</i></b>
Guardianship to Relative/Caretaker (48.977)	—Court orders guardianship of the child be transferred to a relative or other caregiver(eg. Foster parent). <b><i>This legal status is most chosen at the time of <u>disposition on a Request for TOG action OR SUBSIDIZED TOG action.</u></i></b>
Order for Supervised Independent Living	—The child is 17 or older, living in an Independent Living setting, and the court has ordered the agency or department to supervise the child’s living setting. <b><i>This legal status would align with a placement strip for SUPERVISED INDEPENDENT LIVING.</i></b>
Adoption Finalized	Chosen when the Court orders the FINALIZATION of the Adoption for the child.
None	—Court did not issue an order affecting the child’s legal status. <b><i>This legal status is chosen at the time a child's CHIPS order expires, is dismissed, and/or case closure. The child should NOT have an open placement strip. This legal status is chosen after the court order for Supervision expires &amp; during AFTER CARE/PERMANENY SUPPORT SERVICES</i></b>
No Change is Status	<b><u>ONLY USED WHEN:</u></b> Any of the options listed above <u>are not</u> provided as a choice in legal status drop down. Should not be used when the correct legal status is a listed option.

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